

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	03 April 2023 at 16:00
<u>NOTE</u>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 10/41</u>	:	<u>DIRECTOR: FINANCIAL REPORTING REF NO: HR 5/1/2/3/14</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 7) in Accounting/ Finance/ Business Management or (Administration). Pre-entry Certificate for SMS is required. 5 years' functional experience at middle management level in Financial management environment. Knowledge: Compensation Fund policies, procedure, processes. Technical knowledge. Relevant stakeholders. Financial management models processes and techniques. Data and records management. Customer Service (Batho Pele principles). Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Public Service Regulation. Public Service Act. Legislative Requirement: National

Treasury Regulations. Public Finance Management Act (PFMA). White paper on transforming of public services. Skills: Technical proficiency. Communication (verbal and written). Managing inter-personal conflict. Problem solving. People and Performance Management. Planning and organising. Analytical thinking. Team leadership. Negotiation. Program and Project Management. Financial Management.

DUTIES : Manage the implementation and compliance of legislative prescripts, policies and procedures within Financial Reporting Directorate. Manage the operations of the financial system and its sub modules to ensure complete and accurate financial reporting. Manage a process of compliance with statutory requirements, audit and the policies and procedures management processes. Management of the resources in the Directorate.

ENQUIRIES APPLICATIONS : Mr MP Mokoena at (066) 477 9668
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/42 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 5/1/2/3/15**

SALARY : R1 105 383 per annum, (all inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Supply Chain Management/ Economics/ Finance/ Financial Management. Pre-entry Certificate for SMS is required. 5 years' functional experience at middle management level in Supply Chain Management environment. Knowledge: Compensation Fund policies, procedure and processes. Customer Service principles (Batho pele principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting Practices (GRAP). Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.

DUTIES : Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance of the fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate.

ENQUIRIES APPLICATIONS : Mr MP Mokoena at (066) 477 9668
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

OTHER POSTS

POST 10/43 : **ASSISTANT DIRECTOR: UNEMPLOYMENT INSURANCE FINANCE REF NO: HR4/4/8/06**

SALARY : R491 403 per annum
CENTRE : Provincial Office Kimberley
REQUIREMENTS : Three-year tertiary qualifications in Public Finance Management/ Cost and Management Accounting/ Accounting Management and Financial Information System. Two (2) years supervisory experience. Two (2) years functional experience in finance. Skills: Innovative/ Creative, Report writing, People

- Management, Financial Management, Communication (both verbal and written), Computer literacy, Time management, Interpersonal, Budgeting. Knowledge: Treasury Regulations, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Condition of Employment, Public Financial Management Act (PFMA).
- DUTIES** : Manage the payment of UIF benefits in relation to accounts receivable and payable functions, Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts where UIF Operations are concerned. Manage integrated budget planning and expenditure relating to UIF Operations. Provide technical support to Processing Offices and report on all UIF Financial matters including Financial Systems. Manage all the resources in the Unit.
- ENQUIRIES APPLICATIONS** : Adv. B Gwabeni Tel No: 053 838 1554
- FOR ATTENTION** : Chief Director Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Sub-directorate: Deputy Director: Human Resources Management
- POST 10/44** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO HR4/4/10/502**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum
 : George Labour Centre (Western Cape)
 : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Electrical Engineering. A valid Driver's licence. Four (4) years functional experience in Electrical Engineering Services. Knowledge: Departmental Policies and Procedures, Batho Pele Principle, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards and OHS Management System. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Communication (Verbal & Written), Innovative, Analytical, Research and Project Management.
- DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 021 441 8120
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Sub-directorate: Human Resources Management, Western
- POST 10/45** : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/10/503**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum
 : Provincial Office: Western Cape
 : Three (3)/ Four (4) years relevant qualification in Law. Valid Driver's License. Right of appearance in Court. Admitted Attorney. Two (2) years functional experience doing Law Services. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, UI Contribution Act, Employment Equity Act, Basic Conditions of Employment Act, Unemployment Insurance Act, COIDA, Labour Relations Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interview skills, Presentation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Manage the implementation of the legal enforcement processes for IES. Manage the advocacy strategy for IES in the Province. Manage and facilitate the implementation of capacity development programmes for the Inspectors in the Province Co-ordinate information to provide legal advice and proceeding. Monitor the implementation of quality management systems for Labour Law enforcement. Manage the resources of the sub-directorate.
- ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 10/46 : **ASSISTANT DIRECTOR: COMMUNCAITION REF NO: HR4/4/8/7**

SALARY : R393 711 per annum
CENTRE : Provincial Office Kimberley
REQUIREMENTS : Three-year relevant tertiary qualification in Communication Science/ marketing/ Public Relations/ Media Studies and Journalism. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience in a media/public relations/marketing/communication services. Knowledge: Departmental Policies and procedures. Public Finance Management Act (PFMA). Basic knowledge of all legislations. Project Management. Batho Pele Principles. Skills: Planning and Organizing. Interpersonal. Computer literacy. Communication Skills. Problem Solving. Listening and observation. Negotiation. Event Management.

DUTIES : Provide public relations and media liaison services at provincial level including performance duties and responsibilities as spokesperson for DoL in the province (Daily). Organise stake holder briefing and exhibitions for the whole province (Bi-weekly). Market the services of the DoL Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly).

ENQUIRIES : Mr. Z Albanie Tel No: (053) 838 1502
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 10/47 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR4/4/8/8**

SALARY : R393 711 per annum
CENTRE : Provincial Office Kimberley
REQUIREMENTS : Three-year relevant tertiary qualification in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of Public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.

ENQUIRIES : Mr. B Jones Tel No: (053) 838 1523
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 10/48 : **SENIOR PRACTITIONER: ICT AUDITS REF NO: HR5/1/2/3/16**

SALARY : R331 188 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Audit/ Accounting/ Computer Science/ Information System. Internal Audit Technician-IAT as an added advantage. Institute of Internal Auditors (IIA). ISACA. 2 years' functional experience in ICT Audit environment. Knowledge: Compensation Fund

policies, procedure, processes. ICT Audits standards. COBIT (control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho pele principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical Thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environment Awareness.

DUTIES : Assist in planning ICT audit engagements. Perform ICT audit engagements. Communicate ICT audit results. Follow up the implementation of ICT audit recommendations. Compile an audit file.

ENQUIRIES : Ms L Motsile at (063) 685 1338

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/49 : **SENIOR ADMIN OFFICER: EMPLOYER ASSESSMENTS REF NO: HR 5/1/2/3/17**

SALARY : R331 188 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year qualification Financial accounting/ Commerce. 2-3 years' experience in Financial accounting/Finance/Insurance environment. Knowledge: Compensation Fund values. Corporate governance guidelines and strategies. Required information technology knowledge. Customer Services Principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative Requirements: Compensation for occupational injuries and diseases Act (COID), regulations and policies. Public finance Management Act (PFMA). Public service regulations Act. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial compliance and reporting. Planning and organizing. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research skills. Stakeholder engagements.

DUTIES : Implement and monitor assessment of employers functions of the fund as per policies and procedure. Review and recommend revision of assessments and approval of credit assessments. Verify the correctness of assessment payable by all registered employers. Implement corrective measures for internal and external audit findings. Supervisor of staff.

ENQUIRIES : Ms E Mosala Tel No: (012) 319 9293

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/50 : **SENIOR PRACTITIONER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/18**

SALARY : R331 188 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Management Services/ Production Management/ Work Study/ Operation Management/ Public Management (or Administration) / Business Management (or Administration) / Human Resource Management plus Management Services Certificate or Applied Organizational Development Programme. Job evaluation Analysis Certificate is also required. 2 years' experience in Organizational Development environment. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Work study

techniques, procedures and methods. Job Evaluation and Organizational design. Job Evaluation models processes and techniques. Legislative Requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Batho Pele Principle. Whitepaper on Transformation. Skills: Problem Solving. Root cause identification. Presentation. Planning and Organizing. Strong Analytical Skill. Communication Skills-Both Written and Verbal. Reporting Writing. Driving. Decision making. Budgeting and Financial Management. Continuous Improvement. Performance Management. Planning and organizing.

DUTIES : Maintenance of Organizational Structure of the Fund. Facilitate the development of job descriptions/ profile for the Fund. Analyze and evaluate the jobs using the prescribed job evaluation system(Evaluate). Render a support with regard to provision of secretariat services for various committees.

ENQUIRIES : Ms N Ngcobo Tel No: (066) 377 1777

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/51 : **SENIOR SYSTEM CONTROLLER: FINANCE REF NO: HR 5/1/2/3/19**

SALARY : R331 188 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Information Systems/ Technology/ Informatics. 2 years' functional experience in Information systems. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative Requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problems. Planning and organizing. Problem solving and decision making. Team leadership.

DUTIES : Administer daily operations for the Financial System and provide support. Support, daily operations to Users on the Financial system. Ensure that all reports are available to Users on the Financial system. Identify and address all problems relating to the Financial management system.

ENQUIRIES : Ms MM Munonde at (082) 523 3261

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/52 : **SENIOR FRAUD INVESTIGATOR: RISK REF NO: HR4/4/4/110**

SALARY : R331 188 per annum

CENTRE : Provincial Office: East London

REQUIREMENTS : Three (3) year qualification in Risk Management/ Internal Audit/ Risk and Security Management /Accounting/Law/Policing Forensic Investigation/ CFE Qualifications. Valid driver's license Two (2) years' functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA) Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Knowledge of all Labour Legislations, Anti-Fraud and Corruption Policies, Legal environment: Corruption Policies, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management.

DUTIES : Implement Fraud and Corruption Prevention Strategies. Conduct Investigation on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the

Department of Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.

ENQUIRIES APPLICATIONS : Mr S Nduli Tel No: 043 701 3000
: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201
Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 10/53 : **SENIOR PRACTITIONER: ACCOUNTS PAYABLE: BENEFICIARY SERVICES REF NO: HR 4/4/111**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Provincial Office: East London
: Three (3) year tertiary qualifications (NQF Level 6) in Accounting/ Finance. Two (2) years functional experience in accounts payable environment. Valid Driver's Licence. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Communication, Listening, Computer literacy, Time Management, Numeracy, Interpersonal, Planning and Organizing.

DUTIES : Provide in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts Implement the payment run. Supervise resources 9Human, Finance equipment/Assets) in the section.

ENQUIRIES APPLICATIONS : Mr WC Mafu Tel No: 043 701 3000
: Chief Director: Provincial Operations: Private Bag X 9005, East London, 520
Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 10/54 : **EMPLOYMENT SERVICE PRACTITIONER 2: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/22**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Richmond Labour Centre
: Three (3) year relevant qualification in Social Science / Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES APPLICATIONS : Ms B. Ndlovu Tel No: 033 212 2768.
: Deputy Director: Labour Centre Operations: PO Box 852, Richmond, 3780 OR hand deliver at 60 Shepstone Street, Richmond.

FOR ATTENTION : Sub-directorate: Human Resource Operations, KwaZulu-Natal.

POST 10/55 : **SAP APPLICATION, MAINTENANCE AND SUPPORT OFFICER REF NO: HR4/4/4/02/08**
(1 year fixed term contract)

SALARY CENTRE REQUIREMENTS : R331 188 per annum, plus 37% in lieu of benefits
: Provincial Office: Gauteng
: National Diploma in Information Technology/ Undergraduate Degree in Information Technology PLUS Windows Certificate (MCSE)/MCSA/Cobit/ ITIL fundamentals. 1-2 years' functional experience in the IT environment. Knowledge: Working knowledge of SAP ERP, Working knowledge of SAP CRM, Working knowledge of SAP BI, SAP Security and Access, SAP Solution Manager. Skills: Project Management, IT standards in the SAP area, SAP architecture, Negotiation, Technical Skill in SAP software and tools, Software Development Life Cycle, relational databases (Oracle, SQL-Server, etc.

DUTIES : Implement enhancements for all IES SAP Applications. Maintain SAP related IES Applications. Engage with Head Office IES ICT teams to deliver IES solutions. Maintain and support SAP systems authorizations for users and process owners.

ENQUIRIES : Adv. MS Msiza Tel No: (011) 853 0314

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 10/56 : **OHS INSPECTOR (X3 POSTS)**

SALARY : R331 188 per annum

CENTRE : Labour Centre: Knysna (Western Cape) Ref No: HR 4/4/10/504 (X1 Post)
Labour Centre: Paarl (Western Cape) Ref No: HR 4/4/10/505 (X1 Post)
Labour Centre: Worcester (Western Cape) Ref No: HR 4/4/10/506 (X1 Post)

REQUIREMENTS : A three (3) year qualification in Environmental Health, Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry. Valid drivers licence. Two (2) years functional experience in inspection and enforcement of labour legislations or in relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Employment Equity Act, Basic Conditions of Employment Act, Relevant guidelines of the aforementioned legislations. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalized independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 10/57 : **INSPECTOR (X3 POSTS)**

SALARY : R331 188 per annum

CENTRE : Labour Centre: Cape Town (Western Cape) Ref No: HR 4/4/10/507 (X1 Post)
Labour Centre: Paarl (Western Cape) Ref No: HR 4/4/10/508 (X1 Post)
Labour Centre: Johannesburg, Gauteng Ref No: HR4/4/4/02/10 (X1 Post)

REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services. A valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in

		Court as a State witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Contribute at a higher level of planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 021 441 8120
		Ms F Tshabalala Tel No: (011) 843 4109
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape
		Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 10/58</u>	:	<u>STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/20</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Financial Management/ Financial Accounting/ Cost and Management Accounting/ Auditing. 1 year's functional experience in income management (debt collection) environment. Knowledge: Compensation Fund, policies and procedure. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal controls. COIDA. Legislative Requirements: Public Financial Management PFMA. National Treasury regulations. Promotion of Access to Information Act. Skills: Data Technical Proficiency. Communication (verbal and written). Client orientation and Customer focus. People solving and analysis. Interpersonal. Planning and organizing. Analytical thinking.
<u>DUTIES</u>	:	Provide debt collection services for the Compensation Fund. Perform financial administration process on debt collections. Follow up on debtor's accounts. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms R Mulaudzi Tel No: (012) 319 9416
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/59</u>	:	<u>EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/09</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Three (3) years Tertiary qualification in Labour Relation Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. Driver's license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, Compensation of Occupational and Injury Disease Act (COIDA), UIA, Public Financial Management Act (PFMA), BCEA, SDLA, LRA, UI Contribution Act. Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving, Interviewing, Communication written and verbal, Innovative, Analytical, Research and Project Management.
<u>DUTIES</u>	:	Perform and monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI and COIDA regularly and when there are amendments.
<u>ENQUIRIES</u>	:	Mrs P Shandu Tel No: (031) 366 2095

APPLICATIONS : Chief Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

POST 10/60 : **AGENT: WALK-IN-CENTRE REF NO: HR 5/1/2/3/21**

SALARY : R218 064 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience. Knowledge: Compensation Fund mandate. Contact Centre vision and objectives. Contact Centre performance requirements. Compensation Fund products. Compensation Fund Value Chain. Relevant Fund policies, procedures and processes. Customer care (Batho Pele Principles). Fund values. Legislative Requirements: COIDA act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulation. Skills: Technical Proficiency in Customer Care. Business writing skills. Information technology skills. IT operating systems. Data capturing. Data and records management. Telephone skills and Customer Care etiquette

DUTIES : Attend to public enquiries. Make effective use of integrated information system. Perform continuous process improvement.

ENQUIRIES : Ms EN Mokgalapa at (082) 783 9414
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/61 : **OUTBOUND AGENT: CONTACT CENTRE REF NO: HR 5/1/2/3/22**

SALARY : R218 064 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience. Knowledge: Compensation Fund objectives and business functions. Relevant Fund policies, procedures and processes. Human anatomy/ Biology. Stakeholders and Customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA. COIDA tariffs. Technical Knowledge. Legislative Requirements: COIDA. Constitution Act. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills.

DUTIES : Process escalated queries received from telephone calls, faxes and e-mails. Make effective use of the integrated information system. Perform continuous process improvements.

ENQUIRIES : Ms EN Mokgalapa Tel: (082) 783 9414
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 10/62 : **CLIENT SERVICES OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/17**

SALARY : R218 064 per annum
CENTRE : Labour Centre: Kokstad
REQUIREMENTS : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the

Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES APPLICATIONS : Mr S Ngqoza Tel No: (039) 727 2140.

FOR ATTENTION : Deputy Director: Labour Centre Operations: PO Box 260, Kokstad, 4700 OR hand deliver at 59 Hope Street, Kokstad.

POST 10/63 : **AUXILIARY INSPECTOR NMWA REF NO: HR 4/4/4/02/09 (X6 POSTS)**
(1 year fixed term contract)

SALARY CENTRE REQUIREMENTS : R218 064 per annum, plus 37% in lieu of benefits
: Provincial Office, Gauteng
: LLB/ BCOM LAW/ National Diploma in Labour Law/ Labour Relations. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing) Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.

DUTIES : Conduct administrative inspections with the aim of ensuring compliance with NMWA. Execute investigations on reported cases pertaining to contravention of NMWA. Conduct proactive (Blitz) inspections regularly to monitor compliance with NMWA. Participate in advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Adv. MS Msiza Tel No: (011) 853 0314

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

POST 10/64 : **INSPECTOR (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R218 064 per annum
: Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/512 (X1 Post)
: Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/513 (X1 Post)
: Three-year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's license Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act (BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health and Safety, Skills Development Act and UCA, Execute investigations and reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislations, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel No: 021 4418120

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

<u>POST 10/65</u>	:	<u>ADMIN CLERK: THIRD PARTY REF NO: HR 5/1/2/3/23</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum Compensation Fund, Pretoria Grade 12. No experience. Knowledge: Public Finance Management Act. Treasury Regulation. Public Service Regulation Act. Skills: Communication (verbal and written). Financial Management. Planning and organizing. Computer Literacy. Interpersonal. Conflict Handling. Problem Solving.
<u>DUTIES</u>	:	Recover or collection money from internal and external third parties. Administrative Road Accident Fund claims. Handle all incoming enquiries and provide feedback.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms E Bouwer at (082) 782 8609 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/66</u>	:	<u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/24</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum Compensation Fund, Pretoria Grade 12. No experience. Knowledge: Compensation Fund objectives and business functions. Directorate or Sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and Business processes. Stakeholders and Customers. Customer Services (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies. Human Resource planning procedure. Legislative Requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR records.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr B Mthombeni/ Mr SV Radzuma Tel No: (012) 406 5723 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 10/67</u>	:	<u>ADMINISTRATIVE CLERK: SUPPORT SERVICES: IES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum Labour Centre Kimberley Ref No: HR4/4/8/9 (X1 Post) Labour Centre: Pietermaritzburg Ref No: HR4/4/5/23 (X1 Post) Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.
<u>DUTIES</u>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. RSP Geswint Tel No: (053) 838 1582 Mr September Tel No: 033 341 5308 Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management Deputy Director: Labour Centre Operations: Private Bag 9048, Pietermaritzburg, 3310 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Attention: Sub-directorate: Labour Centre Operations, Pietermaritzburg.

POST 10/68 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/5/24**

SALARY : R181 599 per annum
CENTRE : Stanger Labour Centre: KZN
REQUIREMENTS : Matriculation/ Grade 12/Senior Certificate. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem Solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.

ENQUIRIES : Ms ESN Mkhize Tel No: (032) 437 8448
APPLICATIONS : Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 10/69 : **RISK MANAGEMENT COMMITTEE MEMBER REF NO: HR4/4/8/5**
(Three- years contract)

SALARY : Members will be remunerated according to rates approved by the Department
CENTRE : Provincial Office Kimberley
REQUIREMENTS : A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a member of the Risk Management Committee of the Department of Labour: Head Office. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management, Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

DUTIES : Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, anti-fraud and Corruption, compliance management and business continuity plan. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

ENQUIRIES : Mr. Z Albanie Tel: (053) 838 1502
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management